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**INTEROFFICE MEMORANDUM**

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**TO:** ALL MUNICIPAL PERSONNEL  
**FROM:** MARTHA WHITE, TOWN ADMINISTRATOR  
**SUBJECT:** VACATION CARRY-OVER POLICY  
**DATE:** 5/1/2008

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This memo is intended to reiterate the Vacation Carry-Over Policy developed last year and detailed in my memo of August 27, 2007. The Policy is intended to encourage employees to use their well-earned vacation and to ensure that all employees are treated consistently and fairly.

Please note that the deadlines detailed in this memo apply to personnel whose vacation earnings are based on the fiscal year. Vacation earnings for Police and Fire union personnel are based on a calendar year. Accordingly, a reminder of the Vacation Carry-Over Policy will be distributed to those employees in November and appropriate deadlines will be identified at that time.

A Vacation Carry-Over Request Form has been developed and must be used by all employees who are requesting to carry over vacation. The form is available on the town's website under "Information for Employees" or you can obtain a copy from your department head.

Current evidence of the employee's use of vacation (such as a pay stub or the Employee Accrual Report from the payroll department) must accompany the form. Confidential information (e.g. social security number) should be redacted from the pay stub.

As a reminder, the following Vacation Carry-Over policy was issued last year:

1. All vacation carried forward from a prior fiscal year must be used by the following October 1<sup>st</sup>.
2. The maximum number of days that will be approved for carry-over will be five (5) days, except in truly extreme and unique circumstances as determined by the Town Administrator.
3. Vacation days remaining at the end of the fiscal year that are not carried forward may not be exchanged for cash.
4. All carry-over requests must be submitted to the Town Administrator using the Vacation Carry-Over Request Form. A copy of the approved form will be provided to the employee, filed with the payroll department and put in the employee's personnel file. Without an approved copy of this form on file, there will be no record of the carry-over and it will not be considered to have been approved (i.e. the vacation time will not be carried forward).
5. Where the terms of a union contract contradict or are more restrictive than the policy described herein, the contract terms shall prevail. However, absent explicit contract terms to the contrary, all provisions of the above policy shall apply to all personnel.

Completed forms must be submitted to the Town Administrator no later than June 6, 2008. I hope that everyone is able to plan accordingly and utilize the vacation time you have earned and deserve.